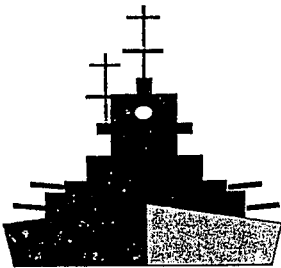


# *Handbook for the* *Contractor's Gate Pass*

## HOW TO OBTAIN AND MAINTAIN CONTRACTOR'S GATE PASSES



### ISO

Industrial Security Office  
Security Department  
Fleet Activities, Yokosuka, Japan

#### <Window #1>

Company Registration/Gate Pass Request/etc.

Tel:

0468-22-5177 (Commercial)

243-5330 (Base Line)

#### Working Hours

Mon, Tue, Thu, Fri: 8:00 - 12:00/12:45 - 16:00

Wed: 8:00 - 12:00/12:45 - 15:00

Closed

Sat, Sun, National Holidays and 29 Dec - 3 Jan

#### <Window #6>

One Day Gate pass and Vehicle Pass/etc.

Tel:

0468-22-5180 (Commercial)

243-5125 (Base Line)

#### Working Hours

Everyday (365 days)

7:00 - 18:00

Sat & Sun: 12:00 - 13:00 (Closed)

## Contents

1.	Total Procedure for Getting Gate Passes	P. 1
2.	Company Registration	P. 3
	a. What is the company registration?	
	b. How to fill out?	
3.	Request Gate Pass for Our Employees (New)	P. 4
	a. How to fill out?	
	b. How to apply gate passes for more than one person?	
4.	Authorization to Sign Correspondence Regarding Identification Requirements for Personnel to Access FLEACT Yokosuka	P. 5
	a. What is this request?	
	b. How to fill out?	
5.	Request for Gate Pass	P. 6
	a. What is the gate pass request?	
	b. How to fill out?	
	c. How to apply gate passes for more than seven personnel at once?	P. 7
6.	Nomination of Escorts for Uncleared Employees	P. 8
	a. A number of designated escorts	
	b. Responsibilities of escort duty	
	c. How to use an escort pass?	
	d. How to fill out?	
7.	One Day Commercial Vehicle Pass Request	P. 9
	a. How to obtain a one day commercial vehicle pass?	
	b. How to fill out?	
8.	Request for Temporary Passes with Escort	P. 10
	a. What is the temporary passes with escort?	
	b. Acceptable identifications	
	c. Procedure for paper work	
	d. How to fill out?	P. 11
	e. How to fill out the name list?	P. 12

9. Cancellation of Authorization to Enter FLEACT  
Yokosuka P. 13
  - a. How to cancel gate passes?
  - b. How to fill out?
10. Current List of Company Employees P. 14
  - a. What is the current list of company employees?
  - b. How to fill out?
11. Change Company Name/President/Address P. 15
  - a. How to request the change of company address/president/address or etc?
  - b. How to fill out?
12. Name/Permanent Address/Present Address Change of Employee P. 16 CH-1
  - a. What is the name/permanent address/present address change?
  - b. How to fill out?
13. Lost or Stolen Passes P. 17
  - a. How to process paper work when gate passes are lost or stolen?
  - b. How to get a re-issued gate pass?
14. Company Re-Registration P. 18 CH-1
  - a. What is the company re-registration?
  - b. How to fill out?
15. Request for Reissue of Damaged or Unrecognizable Pass P. 19 CH-1
  - a. What is request for reissue of damaged or unrecognized gate pass?
  - b. How to fill out?

Enclosures

<u>Form Subject</u>	<u>Form Number</u>	<u>Enclosure #</u>
CONDUCT BUSINESS WITHIN FLEET ACTIVITIES, YOKOSUKA NOT LOCATED WITHIN	CFAY 5700/1 (Rev. 10- 99)	Enclosure (1)

JAPAN

REQUEST GATE PASS FOR OUR EMPLOYEES (NEW)	CFAY 5700/5 (Rev. 3-00)	Enclosure (2)	
AUTHORIZATION TO SIGN CORRESPONDENCE REGARDING IDENTIFICATION REQUIREMENTS FOR PERSONNEL AND VEHICLE(S) ACCESS TO FLEET ACTIVITIES, YOKOSUKA		Enclosure (3)	
REQUEST FOR GATE PASS		Enclosure (4) 1, 2	
NOMINATION OF ESCORTS FOR UNCLEARED EMPLOYEES	CFAY 5532/42 (Rev. 4-99)	Enclosure (5)	
ONE DAY COMMERCIAL VEHICLE PASS REQUEST FORM	CFAY 5800/17 (Rev. 12-99)	Enclosure (6)	
REQUEST FOR TEMPORARY PASSES WITH ESCORT	CFAY 5512/3 (Rev. 4-00)	Enclosure (7)	
CANCELLATION OF AUTHORIZATION TO ENTER FLEET ACTIVITIES, YOKOSUKA		Enclosure (8)	
CURRENT LIST OF COMPANY EMPLOYEES	CFAY 5532/47 (5-99)	Enclosure (9)	
REQUEST OF CHANGE NAME/PERMANENT ADDRESS/PRESENT ADDRESS FOR OUR EMPLOYEE		Enclosure (10)	CH-1
REQUEST FOR REISSUE OF DAMAGED OR UNRECOGNIZABLE PASS		Enclosure (11)	CH-1



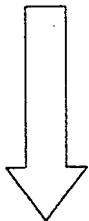
1. Total Procedure for Getting Gate Passes

When the company submits "Contract or Sponsor Letter" to ISO, the company will receive all necessary paper works to be authorized contractor on Fleet Activities, Yokosuka .

\*Sponsor letter: Request letter for contractors to access base.



Submit "Company Registration Paper"; CFAY Form 5700/1 (Rev. 10-99), and "Request Gate Pass for Our Employees (New) form" with "Personal History Questionnaire (PHQ)/Personal History Statements (PHS)" to the ISO.



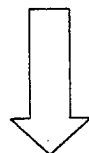
- ISO will check all documents submitted by companies, this usually takes about one to two weeks to process, depending on the number of gate pass requests or mistakes in packages submitted.

When complete, ISO will send an authorization letter to companies.



- ISO will give the company an appointment to interview.

After an interview with ISO, a contractor receives his/her temporary gate pass.



- Temporary gate pass will be valid for three months.

HOW TO OBTAIN AND MAINTAIN CONTRACTOR'S GATE PASS



- Contractors with a temporary pass cannot register vehicle; however, they can get a one-day vehicle pass from ISO. If they need to access the base before 0700, a one-day vehicle pass will be issued one-day prior.
- Contractors with a temporary pass cannot get escort privileges.

After background check for contractors is completed (approximately three months), contractors may receive a permanent gate pass. After checking with the ISO about the status of his/her background check, make an appointment with Window#6 for a permanent gate pass.

- Contractors with a permanent gate pass can register their vehicles at Vehicle Registration Office.

Tel: 0468-22-5170

0468-21-1911 Ext. 243-9143

- Contractors with a permanent gate pass can get escort privileges.

2. Company Registration

a. What is the company registration? All companies conducting business on Fleet Activities (FLEACT), Yokosuka are required to register their company utilizing the CFAY form 5700/1 (Rev. 10-99) at ISO after the contract is awarded by the sponsoring command.

## \* Necessary Paper Work

- CONDUCT BUSINESS WITHIN FLEET ACTIVITIES, YOKOSUKA (FIRM NOT LOCATED WITHIN JAPAN, CFAY 5700/1 (Rev. 10-99) (Enclosure (1)): One original
- Statement of Business to be Conducted on the Base
- Copy of Letter/Order Issued by the Company Designating the Agents as Company Representative for Conducting Business Locally
- Affirmative Evidence of Proper Clearance with the Japanese Immigration Bureau to Conduct Business Affairs within Japan (Passport with Visa stamp, Alien Registration Card)
- Envelope with the Address of Company + 100 yen Japanese Stamp

b. How to fill out?

Submission date

Company name  
(Same name as the  
contract/Sponsor Letter)

Address  
(Same address as the  
contract/sponsor letter)

Mailing address

Telephone number  
(Local telephone number  
in Japan) If you have an  
e-mail address please  
provide us.

CONDUCT BUSINESS WITHIN FLEET ACTIVITIES, YOKOSUKA FIRMS NOT LOCATED WITHIN JAPAN	
Initial/Renew/Change	Date
From: ABCEF Co.	(Company Name)
To: Commander Fleet Activities, Yokosuka (Code 1240)	
Subj: CONDUCT BUSINESS WITHIN FLEET ACTIVITIES (FLEACT) YOKOSUKA	
Ref: (a) COMFLEACTINST 5700.1N	
Encl:	(1) Statement of Business to be Conducted on the Base (Initial)
	(2) Copy of Letter/Order Issued by the Company Designating the Agents as Company Representative for Conducting Business Locally (Initial & Change)
	(3) Affirmative Evidence of Proper Clearance with the Japanese Immigration Bureau to Conduct Business Affairs within Japan (Initial, Renew & Change)
1. In compliance with reference (a), application/change is hereby submitted to conduct business with the confines of FLEACT Yokosuka.	
2. The following information if hereby given:	
Company Address	
123 Paradise Road, Washington, 98467	
Local Mailing Address in Japan	
-23-C101, Ogawa-cho, Yokosuka	
Name of Japan Area Representative	
John M. Smith	
Telephone Number	
0468-23-1245	
President of Company	
Robert T. Brown	
Signature of President or Area Representative	
<i>J. M. Smith</i>	

CFAY 5700/1 (Rev 10-99)



# HOW TO OBTAIN AND MAINTAIN CONTRACTOR'S GATE PASSES

3. Request Gate Pass for Our Employees (New). This form is used as a cover letter on the Personal History Questionnaire (PHQ)/Personal History Statements (PHS), which is required for all contractors desiring access to Fleet Activities (FLEACT), Yokosuka. After contractors have completed the PHQ/PHS and approval is given to enter FLEACT Yokosuka, your employees may enter the base without escort.

## \* Necessary Paper Work

- Request Gate Pass for Our Employees (New) (Enclosure (2)): One original and one copy
- Completed PHQ/PHS with Two Pictures (3cm x 2.5cm)
- Two Copies of Passport with Visa stamp or Alien Registration

### a. How to fill out?

Submission date

Company name

Date 1 Feb 00

From: ABCEF Co. Company Name  
To: Industrial Security Office, Fleet Activities, Yokosuka

Subj: REQUEST GATE PASS FOR OUR EMPLOYEES (NEW)  
用件: ゲートパス申請のお願い (新規)

Encl: (1) Jyumin-Hyo (本籍及び家族全員の記入された住民票 (3ヶ月以内))  
(2) Personal History Statements (USFJ Form 196AEJ, Aug 96 and USFJ Form 196BEJ, Jul 97 for Japanese National (日本人用履歴書) or DD Form 398, Mar 90 for Non Japanese National (日本人以外))

Contractor's name

1. It is requested that Personal History Statements be issued to the following personnel of our company who desire to conduct business within U.S. Navy, Fleet Activities, Yokosuka.  
この度米海軍横須賀基地内で、我が社の業務を行う従業員 (下記/別紙参照) の履歴書のフォームを請求いたします。  
We ensure that these individuals do not have criminal record and are not members of a criminal, terrorist, or subversive organization.  
我が社は、これらの従業員は犯罪記録がなく、犯罪者、テロリスト集団の一員もしくは反社会的行動を行っている組織の一員でないことを保証致します。

Date of birth

Name: John M. Smith

氏名 (漢字):

Date of Birth: 31 Aug 1965

誕生日:

Contractor's permanent address

Type of Work: Manager

仕事の種類:

Permanent Address: 1234 Star Avenue, San Diego, CA, 96589

本籍:

Present Address: 1-23-C101, Ogawa-cho, Yokosuka

現住所:

Contractor's local address in Japan

Signature by the company representative registered at ISO

Company Representative: \_\_\_\_\_  
会社代表者

氏名

署名

4. Authorization to Sign Correspondence Regarding Identification Requirements for Personnel to Access FLEACT Yokosuka (By direction authority)

a. What is this request? Usually, a designated representative needs to sign all paper work regarding contractor gate passes. However, if it is difficult to obtain a signature from that representative because of his/her location or status, the company can request an alternate person be authorized to sign all correspondences regarding gate passes.

\*Necessary Document

- Authorization to Sign Correspondence Regarding Identification Requirements for Personnel to Access FLEACT Yokosuka (By direction authority) (Enclosure (3)): One original

b. How to fill out?

Submission date

Company name

Name of entrust

Signature of entrust

Signature of company representative

Date 1 Oct 1999

From: Yamamoto Kogyo Co., Ltd.

To: Industrial Security Officer, Fleet Activities, Yokosuka

Subj: AUTHORIZATION TO SIGN CORRESPONDENCE REGARDING IDENTIFICATION REQUIREMENTS FOR PERSONNEL AND VEHICLES(S) ACCESS TO FLEET ACTIVITIES (FLEACT), YOKOSUKA

1. The following person is authorized to sign correspondence regarding identification requirements for personnel and vehicles(s) of the Yamamoto Kogyo Co., Ltd. (company) Access to FLEACT Yokosuka:

a. Name: Matsutomo Jiro

b. Title: Manager

c. Signature: 松本二郎

K. Yamamoto

Company Representative: Yamamoto Ken  
会社代表者 氏名 署名

5. Request for Gate Pass

a. What is the gate pass request? If your employees were previously issued a gate pass and their background checks were completed, they may not have to resubmit a PHS. Please check with Window #1 about employees who may fall into this category. Additionally, those employees can get a permanent gate pass after submitting the following documents:

## \*Necessary Document

- Request for Gate Pass: One original and one copy (Enclosure (4))
- Please check with ISO about enclosures  
Example: Alien Registration Card, SOFA ID card, Clearance Letter from other bases, etc.

b. How to fill out?

Company name

Submission date

Date: 1 Oct 1999

From: Yamamoto Kogyo Co., Ltd. (Company)  
To: Industrial Security Office, Fleet Activities, Yokosuka

Subj: REQUEST FOR GATE PASS

1. It is requested that Gate Pass be issued to the following employee(s) of our company to conduct business within Fleet Activities, Yokosuka. His/Her Jyumin-Ryo (本籍の入った住民票) is attached herewith:

Name with Kanji 氏名 (ローマ字 & 漢)	Date of Birth (誕生日)	Type of Work (職種)	Present Address (現住所)
1. Yokosuka Taro 横須賀 太郎	1 Aug 1970	Manager	1-1-503, Hon-cho, Yokosuka City, Kanagawa
2. Miura Hanako 三浦 花子	24 Dec 1955	Clerk	25, Ogawa-cho, Yokosuka City, Kanagawa
3. Kanagawa, Osamu 神奈川 修	20 Oct 1970	Supervisor	5-4-707, Higashi- Hongo, Midori-ku, Yokohama City, Kanagawa
4. Shiciri, Yuko 沙入 夕子	15 Jan 1945	Clerk	7-7-7, Sakurayama, Zushi City, Kanagawa
5. Yamato, Kento 大和 健人	7 Feb 1949	Civil Engineer	3-7-509, Minami -Naruse, Machida City, Tokyo
6. Chiba, Shinichi 千葉 真一	11 Jul 1979	Driver	12-5-101, Abiko, Abiko City, Chiba

2. If applicants transfer from another company, type the name of the previous company and the date of resignation.

3. If applicants previously had a gate pass requested by the same company, please circle on "3."

2. The above listed employee(s) has previously been employed by Yennihon Shoji Co., Ltd. and was released on 31 Aug 1999.

3. Reinstated.

*K. Yamamoto*

President

c. How to apply gate passes for more than seven personnel at once? Please utilize the form (second page of (Enclosure (4))) below.

Name with Kanji 氏名 (ローマ字 & 漢字)	Date of Birth (誕生日)	Type of Work (職種)	Present Address (現住所)
7 Chigasaki, Yumi 茅ヶ崎 由美	2 May 1966	Escorter	6-13, Imajyuku, Chigasaki City, Kanagawa
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

## 6. Nomination of Escort for Uncleared Employees

a. A number of designated escorts. Unless there are special circumstances, a company is allowed to have two designated escorts.

b. Responsibilities of escort duty. Escorts serve in a trusted position, and are responsible for the actions of individuals escorted by them. Additionally, escorts are to ensure the compliance with all policies and regulations.

c. How to use an escort pass? Please obtain the instruction for "the responsibilities for escort duty" from #window 6 when you receive an escort pass.

### \* Necessary Paper Work

- Request form for escort privileges (CFAY 5532/42 (Rev. 4-99)) (Enclosure (5)): One original and two copies
- A copy of gate pass
- Justification (if you request designated escorts more than three).

### d. How to fill out?

Submission date

Company name

Contract number  
if it is available

Date: 1 Oct 1999

From: Yamamoto Kogyo Co., Ltd. (Company's Name)  
To: Industrial Security Officer, Fleet Activities, Yokosuka

Subj: NOMINATION OF ESCORTS FOR UNCLEARED EMPLOYEES  
基地入門者の保証付添人の任命の件

Ref: (a) COMFLEACTINST 5532.1B  
(b) Contract Number N62636-99-C-0000

Encl: (1) Copy of Gate Pass

1. The following named employee of this company, who has been cleared and have a permanent pass, are nominated to escort unclear employees of this company through the main gate and within the confines of Fleet Activities, Yokosuka (FLEACT Yokosuka):  
下記の者は当社の基地入門者（ゲートパスを未だに所持していない者）の保証付添人として任命されました。

Name: Yokosuka Taro English  
氏名: 横須賀 太郎

Pass No.: 3 4 5 6 7 8 Job Title: Manager

Date of Birth: 1 Aug 1970

Permanent Address: 82, Iidama, Takasaki City, Gunma English  
本籍: 群馬県高崎市飯沼 8 2

Present Address: 1-1-503, Hon-cho, Yokosuka City, Kanagawa English  
現住所: 神奈川県横浜市中区本町 1-1-503

2. These escorts realize that they are fully responsible for the conduct of all personnel they are escorting and will be held accountable for their actions, and that the unclear personnel must be under constant escort within the confines of FLEACT Yokosuka until their departure.  
上記の付添人は当基地において被付添人の行動に全責任を持ち、被付添人が基地を退場するまで常時付添をしなければならないことを十分に理解いたします。

K. Yamamoto

President

Date: \_\_\_\_\_

Signature of  
company  
representative

Company name

### FIRST ENDORSEMENT

From: Industrial Security Officer, Fleet Activities, Yokosuka  
To: Yamamoto Kogyo Co., Ltd. (Company's Name)

1. Returned, approved.

7. One Day Commercial Vehicle Pass Request

a. How to obtain a one day commercial vehicle pass? For official purposes, you can request a one day vehicle pass with the exception of following types of vehicles:

(1) Personally owned vehicle except truck, van, or station wagon.

(2) Motorcycle

## \*Necessary Paper Work

- One Day Commercial Vehicle Pass Request Form (CFAY 5800/17 (Rev. 12-99)) (Enclosure (6)): One original
- Car title (original or clear copy except fax)
- Driver's license (original or clear copy except fax)

b. How to fill out?

Company name

- License Number
- Maker
- Type
- Driver's Name
- Gate Pass Number

If a driver has a gate pass, then leave this blank

Request date

Date of entry

If a driver is escorted, leave this blank

Telephone number

Signature of requestor if he/she has a gate pass without escort.

ONE DAY COMMERCIAL VEHICLE PASS REQUEST FORM 業務用車両ワンデーパス申請書				
Company Name (会社名) Yamamoto Kogyo Co., Ltd.			Date (Request) 申請日 31 Dec 1999	Date (Entrance) 入門日 1 Jan 2000
License Number 車両番号	Make メーカー	Type 型式	Driver's Name 運転手名	Pass Number ゲートパス番号
Yokohama 44 Ha 1234	Toyota	Van	Matsumoto Jiro	034567
Sagami 11 Ra 0272	Hino	Truck	Ishihara, Makoto	
ESCORT NEEDS TO FILL OUT BELOW				
Escort (JPN) 警備員 (JPN) Matsumoto, Jiro	Company (JPN) 会社 (JPN)	Driver (JPN) 運転手 (JPN)	Pass Number (JPN) ゲートパス番号 (JPN) 0462-56-1200	
BIDG. 1972				
INSTALLING OF AIR CONDITIONER				
<p>1. It is requested that the above listed commercial vehicles of our company to operate within the confines of U.S. Fleet Activities, Yokosuka. 横須賀米海軍基地に入門する為の上記車両の一日パスを申請いたします。</p> <p>2. Nothing will be removed from the base without the required documents authorizing the lawful removal thereof. 基地から許可された施設外を基地から一切持ち出ません。</p> <p>3. The above listed vehicles will enter and exit the base in accordance with current regulations and may be inspected by gate sentry if the need arises. 基地内の規則を守り、必要に応じてゲートの哨兵による車両の検査に応じます。</p>				
<p>松本二郎</p> <p>Signature (申請者のサイン)</p>				

CFAY 5800/17 (Rev. 12-99)

Encl (6)

# 8. Request for Temporary Passes with Escort

a. What is a temporary pass with escort? Instead of obtaining a one day passes for employees with escort, you can request "Temporary Passes with Escort" utilizing the documents listed below.

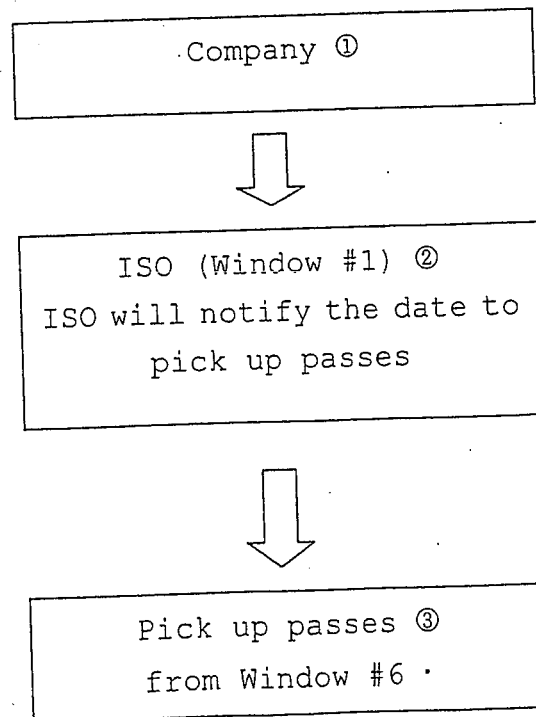
## \*Necessary Paper Work

- CFAY 5512/3 (Rev. 5-98) (Enclosure (7)) with a list of names: One original and two copies
- A copy of Identification for applicants  
Identification: See the list below
- A copy of a gate pass for escort
- Picture (2cm x 2.2cm)

## b. Acceptable Identifications:

Drivers License	運転免許証
Passport	パスポート
Health Insurance Policy	健康保険証書
Resident Certificate	住民票
Pension Note	年金手帳
Seasonal Worker Card	出稼ぎ手帳
Any type of Professional License issued by the Japanese government	資格証
Student ID Card	学生証
Company ID Card	社員証
Alien Registration Card	外人登録証書

## c. Procedure for Paper Work:



d. How to fill out?

Company name

Contract number if it is available

To: Company name

30 Sep 1999

From: Yamamoto Kogyo Co., Ltd.  
(Company Name)

To: Security Officer, Fleet Activities, Yokosuka (Attn: ISO)

Subj: REQUEST FOR TEMPORARY PASSES WITH ESCORT

Ref: (a) COMDEACTENST 5532.1B  
(b) Contract Number: N68436-98-C-0001

Encl: (1) List of Workers (with name, date of birth, type of work, and present address)

1. It is requested that temporary passes be issued to employees of our company listed in enclosure (1), from 1 Oct 1999 to 31 Sep 2002.  
( 07:00 - 20:00 )

2. Military or other approved escort will be provided by Yamamoto Kogyo Co., Ltd.

*K. Yamamoto*  
\_\_\_\_\_  
President

Date: \_\_\_\_\_

---

SECOND ENDORSEMENT

From: Security Officer, Fleet Activities, Yokosuka

To: Yamamoto Kogyo Co., Ltd.  
(Requester)

Submission date

From - To  
The term of pass:  
More than one month but not to exceed the expiration date of the gate pass for an escort.  
Time

Provided by:  
Company name

Signature of company representative



e. How to Fill Out the Name List?

Date of birth

Type of work

Name: Applicant

Name	Date of Birth	Type of Work	Present Address
Fukushima Hideki 福島 秀樹	12 Jan 1966	Mechanic	1-22-303, Ofuna, Kamakura City, Kanagawa
Yamakawa Kazumi 山川 和実	28 Jul 1970	Electrician	9-88, Kamei-cho, Sakae-ku, Yokohama City Kanagawa
Takahashi Shigeo 高橋 茂雄	6 Dec 1955	Laborer	5-6-78, Shirohata, Fujisawa City, Kanagawa

Present address

9. Cancellation of Authorization to Enter FLEACT Yokosuka

a. How to cancel gate passes? Passes will be returned to the ISO on termination of employment or when it is determined that the pass is no longer needed by the Security Officer. Responsibility for returning passes rests with your company. Cancel gate passes utilizing the following documents:

\*Necessary Paper Work

- Cancellation of Authorization to Enter FLEACT Yokosuka (Enclosure (8)): One original and two copies
- Gate Pass

b. How to fill out?

b. How to fill out?

Submission date

Company name

Date: 1 Oct 1999

From: Yamamoto Kogyo Co., Ltd.  
To: Industrial Security Office (Company)

Subj: CANCELLATION OF AUTHORIZATION TO ENTER FLEET ACTIVITIES  
(FLEACT). YOKOSUKA

Gate pass number

1. It is requested that authorization for the following employees of our company to enter FLEACT Yokosuka be cancelled. Their passes are attached herewith:

Pass No.	Name
345678	Yokosuka, Taro
098765	Miura, Hanako

Name of employee

Signature of company representative

K. Yamamoto

President

\*Necessary Paper work

- b. How to fill out?

14


# 11. Change Company Name/President/Address

a. How to request the change of company address/president/address or etc.? All companies are required to notify the ISO of any changes effecting your company such as change of address, company name, or company officials.

## \*Necessary Paper Work

- Request form (CFAY 5700/1 (Rev. 10-99)) (Enclosure (1)): One original
- Envelope with 100 yen stamp

## b. How to fill out?

CONDUCT BUSINESS WITHIN FLEET ACTIVITIES, YOKOSUKA FIRMS NOT LOCATED WITHIN JAPAN		Submission date
Company name	Initial/Renew/Change	Date 8 Oct 99 (Company Name)
Indicate here what is changed	From: SSB Co. To: Commander Fleet Activities, Yokosuka (Code 1240) Subj: CONDUCT BUSINESS WITHIN FLEET ACTIVITIES (FLEACT), YOKOSUKA Ref: (a) COMFLEACTINST 5700.1N	Check with the ISO
Company address (New)	Encl: (1) Statement of Business to be Conducted on the Base (Initial) (2) Copy of Letter/Order Issued by the Company Designating the Agents as Company Representative for Conducting Business Locally (Initial & Change) (3) Affirmative Evidence of Proper Clearance with the Japanese Immigration Bureau to Conduct Business Affairs within Japan (Initial, Renew & Change)	Circle on "Change"
Mailing address	1. In compliance with reference (a), application/changes hereby submitted to conduct business with the confines of FLEACT Yokosuka Change: Company Name 2. The following information is hereby given: Company Address 123 Paradise Road, Washington, 98467	
Telephone number	Local Mailing Address in Japan 1-23-C101, Ogawa-cho, Yokosuka Name of Japan Area Representative John M. Smith Telephone Number 0468-23-1245	
Signature of company representative	President of Company Robert T. Brown Signature of President or Area Representative 	

CFAY 5700/1 (Rev 10-99)

## 12. Name/Permanent Address/Present Address Change of Employees

a. What is the name/permanent address/present address change?  
Company needs to notify the ISO when a name, permanent address or present address change regarding their employees is occurred.

### \*Necessary Paper Work

- Request of Change Name/Permanent Address/Present Address for our employee: One original and two copies
- New Resident Certificate (within three months old) for Japanese
- One copy (front & back) of Alien Registration Card for non-Japanese

### b. How to fill out?

Submission date

Company name

Former name

Former name

#### \* Kanji Part\*

It is not necessary to fill out for non-Japanese

Signature of company

Date: 28 Feb 2001

From: Yamamoto Kogyo Co., Ltd. (Company)  
To: Industrial Security Office

Subj: REQUEST OF CHANGE NAME/PERMANENT ADDRESS/PRESENT ADDRESS FOR OUR EMPLOYEE

Ref: (a) COMFLEACTINST 5530.3

Encl: (1) Juminhyo with his/her permanent address  
(本籍の記載された3ヶ月以内に取得した住民票の原本)

1. Per reference (a), request of name (item for change) for Shioiri, Yuko (name of employee) as following:

Former Name (旧)	New Name (新)
シオリ, Yuko	Hirasaku, Yuko
読み 沙入 タ子	読み 平作 タ子
Former Permanent Address (旧)	New Permanent Address (新)
ローマ字	ローマ字
読み	読み
Former Present Address (旧)	New Present Address (新)
ローマ字	ローマ字
読み	読み

*J M Smith*  
President

FIRST ENDORSEMENT

From: Industrial Security Office  
To: Yamamoto Kogyo Co., Ltd. (Company)

1. Your request is accepted.

Indicate which item should be changed  
Example: Name

If the name is changed

If the permanent address is changed

If the present address is changed

13. Lost or Stolen Pass

a. How to process a paper work when gate passes are lost or stolen?  
Notify the ISO immediately of lost, stolen, or misplaced passes. After reporting lost or stolen passes to the local police, company needs to prepare a loss report. The individual who lost the pass needs to submit a Voluntary Statement at the ISO.

\* Voluntary Statement is prepared at the ISO

\*Necessary Paper Work

- Lost Report in English: Original with two copies

b. How to get a re-issued gate pass? Upon receipt of the loss report and the Voluntary Statement, the ISO will issue the individual a one day pass daily for a period of 30 days from the date of the initial loss report.

# 14. Company Re-registration

a. What is the company re-registration? Company needs to re-register their company after the contract is re-awarded by the sponsoring command. Submit a contract or sponsor letter and necessary documents (see below) to ISO (Window #1). If there are some changes like name or address of company or company representative, company may report those changes at same time. If the term for new contract is less than one month, please contact ISO (Window #1).

## \*Necessary Paper Work

- CONDUCT BUSINESS WITHIN FLEET ACTIVITIES, YOKOSUKA (FIRM NOT LOCATED WITHIN JAPAN, CFAY 5700/1 (Rev. 10-99) (enclosure (1)): One original
- Affirmative evidence of proper clearance with the Japanese Immigration Bureau to conduct business affairs within Japan (Passport with Visa stamp, Alien Registration: One copy (front & back)
- Envelope with the address of company + 100 yen Japanese stamp

## b. How to fill out?

Circle around "Renew"  
If there are any changes,  
circle around "change", too

Company name  
(Same name as the  
contract/Sponsor letter)

Submission date

CONDUCT BUSINESS WITHIN FLEET ACTIVITIES, YOKOSUKA FIRMS NOT LOCATED WITHIN JAPAN	
Initial/Renew/Change	Date 30 Mar 01
From: ABCSF Co.	(Company Name)
To: Commander Fleet Activities, Yokosuka (Code 1240)	
Subj: CONDUCT BUSINESS WITHIN FLEET ACTIVITIES (FLEACT), YOKOSUKA	
Ref: (a) COMFLEACTINST 5700.1N	
Encl:	(1) Statement of Business to be Conducted on the Base (Initial) (2) Copy of Letter/Order Issued by the Company Designating the Agents as Company Representative for Conducting Business Locally (Initial & Change) (3) Affirmative Evidence of Proper Clearance with the Japanese Immigration Bureau to Conduct Business Affairs within Japan (Initial, Renew & Change)
1. In compliance with reference (a), application/Change is hereby submitted to conduct business with the confines of FLEACT Yokosuka.	
2. The following information if hereby given:	
Company Address 123 Paradise Road, Washington, 98467	
Local Mailing Address in Japan 1-23-C101, Ogawa-cho, Yokosuka	
Name of Japan Area Representative John M. Smith	
Telephone Number 0468-23-1245	
President of Company Robert T. Brown	
Signature of President of Area Representative <i>John M. Smith</i>	

(1) Not necessary  
(2) Not necessary; if  
company representative is  
changed, it is necessary  
(3) Necessary

If there are some changes,  
circle around "change"

CFAY 5700/1 (Rev 10-99)

15. Request for Reissue of Damaged or Unrecognizable pass

a. What is request for reissue of damaged or unrecognized gate pass? When a gate pass for your employee is damaged or unrecognized, company may request to reissue a gate pass for him/her utilizing an enclosure (11). The employee needs to submit the form with gate pass to Window #1. ISO will issue a short-term pass without escort to the employee at that time until a new gate pass will be issued.

## \*Necessary Paper Work

- Request for Reissue of Damaged or Unrecognizable Pass (Enclosure (11)): One original and two copies
- Damaged/unrecognizable gate pass

b. How to fill out?:

		Submission date	
Company name	Date: <u>10 Feb 01</u>		
	From: <u>Yamato Kogyo Co., Ltd.</u> (Company Name)		
	To: <u>Industrial Security Office</u>		
	Subj: <u>REQUEST FOR REISSUE OF DAMAGED OR UNRECOGNIZABLE PASS</u>		
	Encl: <u>(1) Damaged/Unrecognizable Gate Pass</u>		
	1. It is requested that gate pass be re-issued to the following employee of our company due to damaged/unrecognizable pass:		
Employee's name	<u>Name</u>	<u>Pass Number</u>	
	<u>Hirasaku, Yuko</u>	<u>033333</u>	
	<u>K. Yamamoto</u> <u>President</u>		Signature of company representative



HOW TO OBTAIN AND MAINTAIN CONTRACTOR'S GATE PASSES.

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CONDUCT BUSINESS WITHIN  
FLEET ACTIVITIES, YOKOSUKA  
FIRMS NOT LOCATED WITHIN JAPAN

Date

Initial/Renew/Change

From:

(Company Name)

To: Commander Fleet Activities, Yokosuka (Code 1240)

Subj: CONDUCT BUSINESS WITHIN FLEET ACTIVITIES (FLEACT), YOKOSUKA

Ref: (a) COMFLEACTINST 5700.1N

- Encl:
- (1) Statement of Business to be Conducted on the Base (Initial)
  - (2) Copy of Letter/Order Issued by the Company Designating the Agents as Company Representative for Conducting Business Locally (Initial & Change)
  - (3) Affirmative Evidence of Proper Clearance with the Japanese Immigration Bureau to Conduct Business Affairs within Japan (Initial, Renew & Change)

1. In compliance with reference (a), application/change is hereby submitted to conduct business with the confines of FLEACT Yokosuka.

2. The following information is hereby given:

Company Address

Local Mailing Address in Japan

Name of Japan Area Representative

Telephone Number

President of Company

Signature of President or Area Representative

Date \_\_\_\_\_

From: \_\_\_\_\_ Company Name

To: Industrial Security Office, Fleet Activities, Yokosuka

Subj: REQUEST GATE PASS FOR OUR EMPLOYEES (NEW)

用件: ゲートパス申請のお願い (新規)

Encl: (1) Jyumin-Hyo (本籍及び家族全員の記入された住民票 (3ヶ月以内))  
(2) Personal History Statements (USFJ Form 196AEJ, Aug 96  
and USFJ Form 196BEJ, Jul 97 for Japanese National (日本人用履歴書) or DD Form 398, MAR 90 for Non Japanese National  
(日本人以外用履歴書))

1. It is requested that gate passes be issued to the following personnel of our company who desire to conduct business within U.S. Navy, Fleet Activities, Yokosuka

この度米海軍横須賀基地内で、我が社の業務を行う従業員 (下記/別紙参照) のゲートパスの申請をいたします。

We ensure that these individuals do not have criminal record and are not members of a criminal, terrorist, or subversive organization. 我が社は、これらの従業員は犯罪記録がなく、犯罪者、テロリスト集団の一員もしくは反社会的行動を行っている組織の一員でないことを保証致します。

Name: \_\_\_\_\_

氏名 (漢字): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

誕生日: \_\_\_\_\_

Type of Work: \_\_\_\_\_

仕事の種類: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

本籍: \_\_\_\_\_

Present Address: \_\_\_\_\_

現住所: \_\_\_\_\_

Company Representative: \_\_\_\_\_  
会社代表者 氏名 署名

Date: \_\_\_\_\_

From: \_\_\_\_\_ (Company)

To: Industrial Security Officer, Fleet Activities, Yokosuka

Subj: AUTHORIZATION TO SIGN CORRESPONDENCE REGARDING IDENTIFICATION  
REQUIREMENTS FOR PERSONNEL AND VEHICLES(S) ACCESS TO FLEET  
ACTIVITIES (FLEACT), YOKOSUKA

1. The following person is authorized to sign correspondence for  
regarding identification requirements for personnel and vehicles(s)  
of the \_\_\_\_\_ (Company)  
access to FLEACT Yokosuka:

a. Name: \_\_\_\_\_

b. Title: \_\_\_\_\_

c. Signature:

\_\_\_\_\_

\_\_\_\_\_  
President

Enclosure (3)

Date: \_\_\_\_\_

From: \_\_\_\_\_ (Company)

To: Industrial Security Office, Fleet Activities, Yokosuka

Subj: REQUEST FOR GATE PASS

1. It is requested that Gate Pass be issued to the following employee of our company to conduct business within Fleet Activities, Yokosuka. His/Her Jyumin-Hyo (本籍の入った住民票) is attached herewith:

Name with Kanji 氏名 (ローマ字 & 漢字)	Date of Birth (誕生日)	Type of Work (職種)	Present Address (現住所)
1			
2			
3			
4			
5			
6			

2. The above listed employee(s) has previously been employed by \_\_\_\_\_ and was released on \_\_\_\_\_.

3. Reinstated.

\_\_\_\_\_  
President

Enclosure (4)-1

Name with Kanji 氏名 (ローマ字 & 漢字)	Date of Birth (誕生日)	Type of Work (職種)	Present Address (現住所)
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

Date: \_\_\_\_\_

From: \_\_\_\_\_ (Company's Name)  
To: Industrial Security Officer, Fleet Activities, Yokosuka

Subj: NOMINATION OF ESCORTS FOR UNCLEARED EMPLOYEES  
基地入門者の保証付添人の任命の件

Ref: (a) COMFLEACTINST 5532.1B  
(b) Contract Number \_\_\_\_\_

Encl: (1) Copy of Gate Pass

1. The following named employee of this company, who has been cleared and have a permanent pass, are nominated to escort uncleared employees of this company through the main gate and within the confines of Fleet Activities, Yokosuka (FLEACT Yokosuka):  
下記の者は当社の基地入門者（ゲートパスを未だに所持していない者）の保証付添人として任命されました。

Name: \_\_\_\_\_ English

氏名: \_\_\_\_\_

Pass No.: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ English

本籍: \_\_\_\_\_

Present Address: \_\_\_\_\_ English

現住所: \_\_\_\_\_

2. These escorts realize that they are fully responsible for the conduct of all personnel they are escorting and will be held accountable for their actions, and that the uncleared personnel must be under constant escort within the confines of FLEACT Yokosuka until their departure.

上記の付添人は当基地において被付添人の行動に全責任を持ち、被付添人が基地を退場するまで常時付添をしなければならないことを十分に了解いたします。

\_\_\_\_\_  
President

-----  
Date: \_\_\_\_\_

FIRST ENDORSEMENT

From: Industrial Security Officer, Fleet Activities, Yokosuka  
To: \_\_\_\_\_ (Company's Name)

1. Returned, approved/disapproved.

# ONE DAY COMMERCIAL VEHICLE PASS REQUEST FORM

業務用車輛ワンデーパス申請書

Date(Request):

申請日

Date(Entrance):

入門日

Company Name (会社名)

## VEHICLE/DRIVER

License Number 車輛番号	Make メーカー	Type 型式	Driver's Name 運転者名	Pass Number ゲートパス番号

## ESCORT NEEDS TO FILL OUT BELOW

Escort (エスコート者名)	Command (部隊)	Rate/Grade (階級)	Phone Number (電話番号)
Destination (行き先)	Business (用件)		

1. It is requested that the above listed commercial vehicles of our company to operate within the confines of U.S. Fleet Activities, Yokosuka.

横須賀米海軍基地に入門する為の上記車輛の一日パスを申請いたします。

2. Nothing will be removed from the base without the required documents authorizing the lawful removal thereof.

当基地から許可された物以外を基地から一切持ち出しません。

3. The above listed vehicles will enter and exit the base in accordance with current regulations and may be inspected by gate sentry if the need arises:

基地内の規則を守り、必要に応じゲートの哨兵による車輛の検査に応じます。

Signature (申請者のサイン)



Date:

From: \_\_\_\_\_

(Company Name)

To: Security Officer, Fleet Activities, Yokosuka (Attn: ISO)

Subj: REQUEST FOR TEMPORARY PASSES WITH ESCORT

Ref: (a) COMFLEACTINST 5532.1B

(b) Contract Number: \_\_\_\_\_

Encl: (1) List of Workers (to include with name, date of birth, type of work, and present address)

1. It is requested that temporary passes be issued to employees of our company listed in enclosure (1) from \_\_\_\_\_ to \_\_\_\_\_.

2. Military or other approved escort will be provided by \_\_\_\_\_.

President

-----  
Date:

FIRST ENDORSEMENT

From: Security Officer, Fleet Activities, Yokosuka

To: \_\_\_\_\_

(Requester)

1. Returned, approved/disapproved.

ISO

Date: \_\_\_\_\_

From: \_\_\_\_\_ (Company)

To: Industrial Security Office

Subj: CANCELLATION OF AUTHORIZATION TO ENTER FLEET ACITIVITIES  
(FLEACT), YOKOSUKA

1. It is requested that authorization for the following employees of our company to enter FLEACT, Yokosuka be cancelled. Their passes are attached herewith:

Pass No.	Name

\_\_\_\_\_  
President

Enclosure (8)

Date: \_\_\_\_\_

From: \_\_\_\_\_ (Company Name)

To: Security Officer, Fleet Activities (FLEACT), Yokosuka  
(Attn: ISO)

Subj: CURRENT LIST OF COMPANY EMPLOYEES

Ref: (a) COMFLEACTINST 5532.1B

1. Per reference (a), the following personnel are required to access on FLEACT Yokosuka:

Pass No.	Name (Alphabetical Order)

\_\_\_\_\_  
President/Representative

Date: \_\_\_\_\_

From: \_\_\_\_\_ (Company)  
To: Industrial Security Office

Subj: REQUEST OF CHANGE NAME/PERMANENT ADDRESS/PRESENT  
ADDRESS FOR OUR EMPLOYEE

Ref: (a) COMFLEACTINST 5530.3

Encl: (1) Juminhyo with his/her permanent address  
(本籍の記載された3ヶ月以内に取得した住民票の原本)

1. Per reference (a), request of \_\_\_\_\_ (item for change)  
for \_\_\_\_\_ (name of employee) as following:

Former Name (旧)	New Name (新)
ローマ字	ローマ字
漢字	漢字
Former Permanent Address (旧)	New Permanent Address (新)
ローマ字	ローマ字
漢字	漢字
Former Present Address (旧)	New Present Address (新)
ローマ字	ローマ字
漢字	漢字

\_\_\_\_\_  
President

-----  
FIRST ENDORSEMENT

From: Industrial Security Office  
To: \_\_\_\_\_ (Company)

1. Your request is accepted.

\_\_\_\_\_  
Enclosure (10)

Date: \_\_\_\_\_

From: \_\_\_\_\_ (Company Name)

To: Industrial Security Office

Subj: REQUEST FOR REISSUE OF DAMAGED OR UNRECOGNIZABLE PASS

Encl: (1) Damaged/Unrecognizable Gate Pass

1. It is requested that gate pass be re-issued to the following employee of our company due to damaged/unrecognizable pass:

Name

Pass Number

\_\_\_\_\_  
President

Enclosure (11)